

# Click on Reports Tab

CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM - Microsoft Internet Explorer

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Address <https://rda.altess.army.mil/cappmis/index.cfm?fuseaction=cHome.doHome> Go Links

**CAPPMMIS** supporting the acquisition workforce

HOME IDP ACRB SRPE AAPDS IDP ADMIN **REPORTS** VFM Logout

**EDIT PROFILE**

**Profile**

Name: HORNADAY SHIRLEY J  
Position Title: SPECIAL ASSISTANT ACQUISITION CAREER DEVELOP/MGT  
Organization: ASC REDSTONE  
Email: shirley.hornaday@us.army.mil  
Date of Birth: 10/07/1952

**News**

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.
- Your last login was on 05/08/2006
- Your password expires on 09/29/2006

**Welcome**

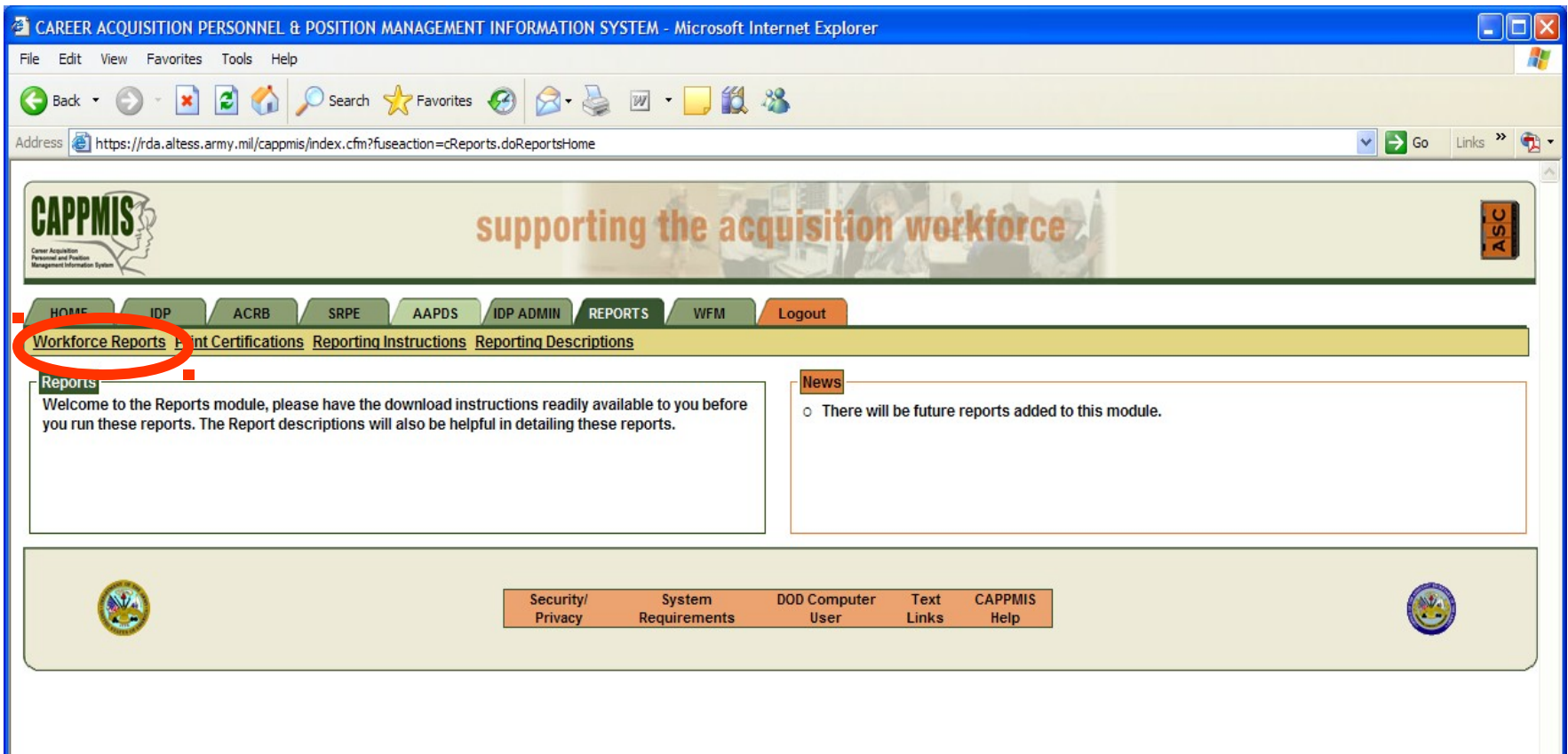
This is the CAPPMMIS home screen. You may access any of the above applications by clicking on the tabs.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)

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After you log into CAPPMMIS, you will see this screen.

# Click on Workforce Reports



# Top Portion of Reports Screen

CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM - Microsoft Internet Explorer

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[Workforce Reports](#) [Print Certifications](#) [Reporting Instructions](#) [Reporting Descriptions](#)

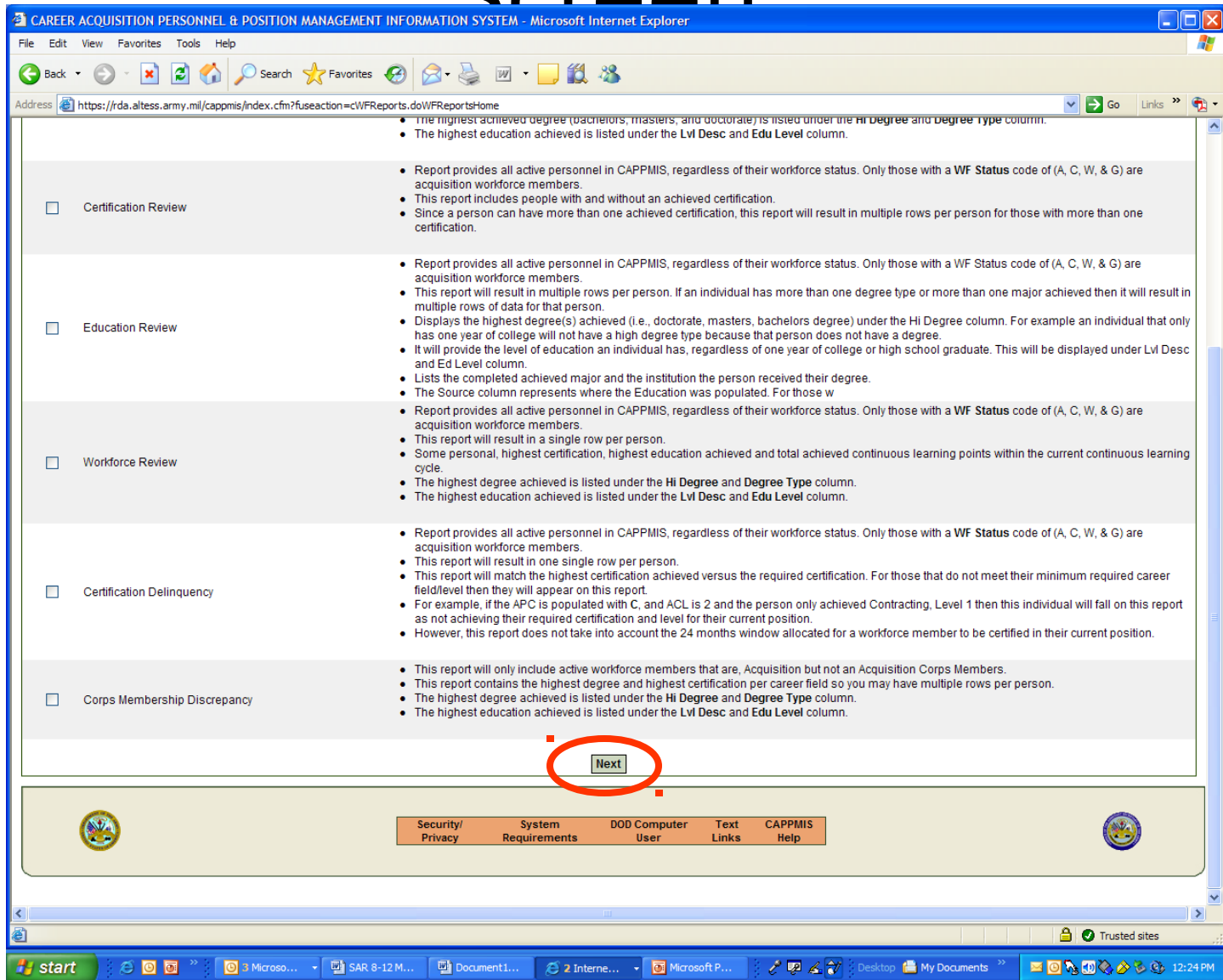
**Workforce Reports**

☐ Select All

Report Title	Report Description
<input type="checkbox"/> Current Assignments	<ul style="list-style-type: none"><li>This report provides current assignment information for all active personnel in CAPPMIS, regardless of their workforce status. Only those with a <b>WF Status</b> code of (A, C, W &amp; G) are acquisition workforce members.</li><li>This report will result in a single row per person.</li><li>It lists some generic personal and position information.</li><li>The highest achieved degree (bachelors, masters, and doctorate) is listed under the <b>Hi Degree</b> and <b>Degree Type</b> column.</li><li>The highest education achieved is listed under the <b>Lvl Desc</b> and <b>Edu Level</b> column.</li></ul>
<input type="checkbox"/> Certification Review	<ul style="list-style-type: none"><li>Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a <b>WF Status</b> code of (A, C, W, &amp; G) are acquisition workforce members.</li><li>This report includes people with and without an achieved certification.</li><li>Since a person can have more than one achieved certification, this report will result in multiple rows per person for those with more than one certification.</li></ul>
<input type="checkbox"/> Education Review	<ul style="list-style-type: none"><li>Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a <b>WF Status</b> code of (A, C, W, &amp; G) are acquisition workforce members.</li><li>This report will result in multiple rows per person. If an individual has more than one degree type or more than one major achieved then it will result in multiple rows of data for that person.</li><li>Displays the highest degree(s) achieved (i.e., doctorate, masters, bachelors degree) under the <b>Hi Degree</b> column. For example an individual that only has one year of college will not have a high degree type because that person does not have a degree.</li><li>It will provide the level of education an individual has, regardless of one year of college or high school graduate. This will be displayed under <b>Lvl Desc</b> and <b>Ed Level</b> column.</li><li>Lists the completed achieved major and the institution the person received their degree.</li><li>The <b>Source</b> column represents where the Education was populated. For those w</li></ul>
<input type="checkbox"/> Workforce Review	<ul style="list-style-type: none"><li>Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a <b>WF Status</b> code of (A, C, W, &amp; G) are acquisition workforce members.</li><li>This report will result in a single row per person.</li><li>Some personal, highest certification, highest education achieved and total achieved continuous learning points within the current continuous learning cycle.</li><li>The highest degree achieved is listed under the <b>Hi Degree</b> and <b>Degree Type</b> column.</li><li>The highest education achieved is listed under the <b>Lvl Desc</b> and <b>Edu Level</b> column.</li></ul>
<input type="checkbox"/> Certification Delinquency	<ul style="list-style-type: none"><li>Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a <b>WF Status</b> code of (A, C, W, &amp; G) are acquisition workforce members.</li><li>This report will result in one single row per person.</li><li>This report will match the highest certification achieved versus the required certification. For those that do not meet their minimum required career field/level then they will appear on this report.</li></ul>

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# Bottom Portion of Reports Screen



# Next -Command Filters

CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM - Microsoft Internet Explorer

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Address <https://rda.altess.army.mil/cappmis/index.cfm?fuseaction=cWFRReports.validateWFRReportHome> Go Links

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Workforce Reports Print Certifications Reporting Instructions Reporting Descriptions

Workforce Reports - Command Filter(s)

Report Title	Command Filter	UIC Filter	Org Structure Code Filter
Current Assignments	X2 - AMCHQ - US Army Headquarters, AMC		
	X3 - AMCSTAFFSPTACTS - US Army Headquarters, St		
	X4 - AMCTNGACTS - US Army Training Activities, AMC		
	X6 - AMCOM - US Army Aviation & Missile Command		
	X7 - TACOM - US Army Tank-automotive and Armament		
	X8 - CECOM - US Army Communications-Electronics C		
	X9 - STRICOM - US Army Simulation, Tng & Instrumenta		

Back Next Finish

Start Over

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**You will only see the command code for your organization**



# Next - UIC Filters

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Address <https://rda.altess.army.mil/cappmis/index.cfm?fuseaction=cWFRports.doSelectUICFilter&isBack=1> Go Links

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Workforce Reports Print Certifications Reporting Instructions Reporting Descriptions

Workforce Reports - UIC Filter(s)

Report Title	Command Filter	UIC Filter	Org Structure Code Filter
	<ul style="list-style-type: none"><li>X6 - AMCOM - US Army Aviation &amp; Missile Command</li></ul>	<div>W0H9AA - HQ USA AVN AND MISLE C W0L6AA - USA DEP LETTERKENY W0MUAA - USA DEP CORPUS CHRISTI W1DF07 - AVN APPLIED TECH DI W1DFAA - US ARMY AVIATION MISSILE RDE CENTE W1JR03 - US ARMY ELEMENT DEF W1PL24 - POE-335</div>	

Current Assignments

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Start Over

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**You will only see the UIC(s) for your organization**

# Next – Org Structure Code Filters

The screenshot shows the CAPPMIS (Career Acquisition Personnel & Position Management Information System) interface in a Microsoft Internet Explorer browser. The address bar shows the URL: <https://rda.altess.army.mil/cappmis/index.cfm?fuseaction=cWFRReports.checkSelectUICFilter&RequestTimeout=2000>.

The page header includes the CAPPMIS logo and the tagline "supporting the acquisition workforce". Below the header is a navigation bar with tabs: HOME, IDP, ACRB, SRPE, AAPDS, IDP ADMIN, REPORTS, WFM, and Logout. The "REPORTS" tab is selected.

The main content area is titled "Workforce Reports - Organization Structure Filter(s)". It displays a table with the following columns and data:

Report Title	Command Filter	UIC Filter	Org Structure Code Filter
	<ul style="list-style-type: none"><li>X6 - AMCOM - US Army Aviation &amp; Missile Command</li></ul>	<ul style="list-style-type: none"><li>W0H9AA - HQ USA AVN AND MISLE C</li></ul>	<ul style="list-style-type: none"><li>AA3AAAA</li><li>AA3BAAA</li><li>AA3CAAA</li><li>AA3DAAA</li><li>AA3EAAA</li><li>AA3FAAA</li><li>AA3FBAA</li></ul>

Below the table, there are buttons for "Back", "Finish", and "Start Over". The "Finish" button is circled in red.

The footer contains several links: Security/Privacy, System Requirements, DOD Computer User, Text Links, and CAPPMIS Help.

will only see the organization structure codes designated on your delegation m

# Finish – Report Page

CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM - Microsoft Internet Explorer

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Address <https://rda.altess.army.mil/cappmis/index.cfm?fuseaction=cWFRReports.doReportSummary>

**CAPPMIS** supporting the acquisition workforce

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Workforce Reports Print Certifications Reporting Instructions Reporting Descriptions

Workforce Reports - Summary of Reports

**Individual Reports**

Report Title	Command Filter	UIC Filter	Org Structure Filter	Records	File Size	
Current Assignments	<ul style="list-style-type: none"><li>X6 - AMCOM - US Army Aviation &amp; Missile Command</li></ul>	<ul style="list-style-type: none"><li>W0H9AA - HQ USA AVN AND MISLE C</li></ul>	<ul style="list-style-type: none"><li>AA3AAAA</li><li>AA3BAAA</li><li>AA3CAAA</li><li>AA3DAAA</li><li>AA3EAAA</li><li>AA3FAAA</li><li>AA3FBAA</li><li>AA3FCAA</li></ul>	100	26.1 KB	<a href="#">Save Report</a>

**Zippped Reports**

Total Files	File Size
no zip file created	

[Start Over](#)

Security/ Privacy System Requirements DOD Computer User Text Links CAPPMIS Help



# Report Format

https://rda.altess.army.mil/cappmis/temp/reports/WF\_051506\_133917/Current\_Assignments\_051506\_13 - Microsoft Internet Explorer

Address: https://rda.altess.army.mil/cappmis/temp/reports/WF\_051506\_133917/Current\_Assignments\_051506\_133917.tab

MASTERKEY		COMMAND	UIC	UIC STATE	ORG	STRUCTURE	CODE	ORG DESC	POI	COMPO	PERSON	WF STATUS	DUTY TITLE	OCC	SERIES
9319	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	LOWE BRUCE L	W	OPERATIONS RESEARCH ANALYST	1515	GS/13	K
13947	X6	WOH9AA	AL	AA3EAAA	HQ	USA	AVN AND MISLE	C BK	CO	DUFFIE SHIRLEY T	W	PROGRAM ANALYST	0343	GS/12	K
23727	X6	WOH9AA	AL	AA3AAAA	HQ	USA	AVN AND MISLE	C BK	CO	ATHER IMTIAZ A	W	LIAISON OFFICER	0301	NH/04	L
94485	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	PATTERSON STERLING D	W	PROGRAM ANALYST	0343	GS/11	K
8159	X6	WOH9AA	AL	AA3CAAA	HQ	USA	AVN AND MISLE	C BK	CO	ALLEN EDDIE W	W	MOBILIZATION PLANS AND OPERATIONS SPECIALIST	0301	GS/13	A
100736	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	BURNS JR SAMMY W	W	PROGRAM INTEGRATOR	0301	GS/13	A
53964	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	GIORDANO NICHOLAS R	W	GENERAL ENGINEER	0801	GS/13	S
6526	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	ECCHER KENNETH D	W	OPERATIONS RESEARCH ANALYST	1515	GS/13	A
11053	X6	WOH9AA	AL	AA3FBAA	HQ	USA	AVN AND MISLE	C BK	CO	HARRIS WILLIE D	A	SUPERVISORY OPERATIONS RESEARCH ANALYST	1515	NH/04	A
13211	X6	WOH9AA	AL	AA3AAAA	HQ	USA	AVN AND MISLE	C BK	CO	HEBERT BARBARA B	A	FINANCIAL MANAGEMENT ANALYST	0501	NH/04	A
13778	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	WATERS GLENDA L	W	PROGRAM ANALYST	0343	GS/12	A
82731	X6	WOH9AA	AL	AA3BAAA	HQ	USA	AVN AND MISLE	C BK	CO	JEROME JENNIFER JONES	W	STAFF ACTION CONTROL SPECIALIST	0301	GS/13	A
90322	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	RODRIGUEZ EMMITT P	A	DEPUTY PROGRAM MANAGER	0340	NH/04	A
15169	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	SHAW JR JOSEPH J	W	OPERATIONS RESEARCH ANALYST	1515	GS/13	A
100810	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	BINKLEY CLIFFORD H	W	PROGRAM INTEGRATOR	0301	GS/13	L
100819	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	DILLON RICKY S	W	PROGRAM INTEGRATOR	0301	GS/13	A
57207	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	COUCH SHERRY A	N	SECRETARY (OFFICE AUTOMATION)	0318	GS/07	NUL
95179	X6	WOH9AA	AL	AA3CAAA	HQ	USA	AVN AND MISLE	C BK	CO	WASDYKE JAMES W	W	LOGISTICS MANAGEMENT SPECIALIST	0346	GS/13	A
27541	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	SNYDER PATRICIA MARSHBURN	W	OPERATIONS RESEARCH ANALYST	1515	GS/13	A
31333	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	BRUNO WAYNE S	A	SUPERVISORY GENERAL ENGINEER	0801	NH/04	V
42265	X6	WOH9AA	AL	AA3DAAA	HQ	USA	AVN AND MISLE	C BK	CO	WHITE REBECCA J W	W	PROGRAM INTEGRATOR	0301	GS/13	A
11503	X6	WOH9AA	AL	AA3BAAA	HQ	USA	AVN AND MISLE	C BK	CO	BARNES CHARLIE M	A	BUSINESS MANAGEMENT OFFICER	0301	NH/04	A
11806	X6	WOH9AA	AL	AA3CAAA	HQ	USA	AVN AND MISLE	C BK	CO	MARTIN CAROLYN C	W	LOGISTICS MANAGEMENT SPECIALIST	0346	GS/13	A
12341	X6	WOH9AA	AL	AA3BAAA	HQ	USA	AVN AND MISLE	C BK	CO	JOLLEY CYNTHIA E	W	LEAD MANAGEMENT AND PROGRAM ANALYST	0346	GS/13	A
12859	X6	WOH9AA	AL	AA3BAAA	HQ	USA	AVN AND MISLE	C BK	CO	ENGLE KATHRYN M C	W	CONTRACT SPECIALIST	1102	GS/13	C
93430	X6	WOH9AA	AL	AA3AAAA	HQ	USA	AVN AND MISLE	C BK	CO	SWART CHRIS I	W	EXECUTIVE ASSISTANT	0301	GS/12	A
96486	X6	WOH9AA	AL	AA3FBAA	HQ	USA	AVN AND MISLE	C BK	CO	KERKHOF AMANDA L	W	OPERATIONS RESEARCH ANALYST	1515	GS/13	A
100716	X6	WOH9AA	AL	AA3BAAA	HQ	USA	AVN AND MISLE	C BK	CO	BUFORD KATHY D	W	MANAGEMENT AND PROGRAM ANALYST	0343	GS/09	K
12699	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	MILLER ARA LEIGH	W	PROGRAM ANALYST	0343	GS/13	K
14219	X6	WOH9AA	AL	AA3AAAA	HQ	USA	AVN AND MISLE	C BK	CO	ADAMS LISHA H	A	SUPERVISORY SYSTEMS SUPPORT SPECIALIST	0301	NH/04	A
24280	X6	WOH9AA	AL	AA3CAAA	HQ	USA	AVN AND MISLE	C BK	CO	DOVE JOHN C	A	SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST	0346	GS/13	A
47814	X6	WOH9AA	AL	AA3CAAA	HQ	USA	AVN AND MISLE	C BK	CO	TITTLE REDUS V	A	MOBILIZATION PLANS AND OPERATIONS SPECIALIST	0301	GS/13	A
39674	X6	WOH9AA	AL	AA3FAAA	HQ	USA	AVN AND MISLE	C BK	CO	LAWRENCE FRANK T	A	SUPERVISORY OPERATIONS RESEARCH ANALYST	1515	GS/13	A
13249	X6	WOH9AA	AL	AA3FBAA	HQ	USA	AVN AND MISLE	C BK	CO	BROWN PEGGY M	C	OPERATIONS RESEARCH ANALYST	1515	GS/13	K
13417	X6	WOH9AA	AL	AA3DAAA	HQ	USA	AVN AND MISLE	C BK	CO	STENBERG KIMBERLY ANN	A	PROGRAM ANALYST	0343	GS/13	K
13735	X6	WOH9AA	AL	AA3FBAA	HQ	USA	AVN AND MISLE	C BK	CO	NEAL JR CHARLES M	W	OPERATIONS RESEARCH ANALYST	1515	GS/13	A
13986	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	PEAGLER ROBERT L	C	CONTRACT PERFORMANCE MEASUREMENT SPECIALIST	0346	GS/13	A
96494	X6	WOH9AA	AL	AA3FBAA	HQ	USA	AVN AND MISLE	C BK	CO	COFIELD KRISTI D	W	OPERATIONS RESEARCH ANALYST	1515	GS/13	A
98750	X6	WOH9AA	AL	AA3FBAA	HQ	USA	AVN AND MISLE	C BK	CO	GOTT JON E	W	OPERATIONS RESEARCH ANALYST	1515	GS/12	K
2988	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	SIMMONS ROGER L	A	PROGRAM INTEGRATOR	0301	GS/14	L
19519	X6	WOH9AA	AL	AA3FBAA	HQ	USA	AVN AND MISLE	C BK	CO	ROGERS THOMAS R	A	SUPERVISORY OPERATIONS RESEARCH ANALYST	1515	NH/04	A
25902	X6	WOH9AA	AL	AA3FBAA	HQ	USA	AVN AND MISLE	C BK	CO	GLENN MARK W	A	SUPERVISORY OPERATIONS RESEARCH ANALYST	1515	NH/04	A
102338	X6	WOH9AA	AL	AA3CAAA	HQ	USA	AVN AND MISLE	C BK	CO	GANTT JILLION A	W	STUDENT TRAINEE (LOGISTICS MANAGEMENT)	0399	GS/13	A
34423	X6	WOH9AA	AL	AA3CAAA	HQ	USA	AVN AND MISLE	C BK	CO	JORY ROBERT L	W	LOGISTICS MANAGEMENT SPECIALIST	0346	GS/12	L
90316	X6	WOH9AA	AL	AA3BAAA	HQ	USA	AVN AND MISLE	C BK	CO	OGLES JOHN B	W	FINANCIAL MANAGEMENT ANALYST	0501	GS/11	K
12142	X6	WOH9AA	AL	AA3EAAA	HQ	USA	AVN AND MISLE	C BK	CO	MOORE LINDA F	N	MANAGEMENT ASSISTANT (OA)	0344	GS/07	NUL
103281	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	PELOQUIN CHARLES G	W	OPERATIONS RESEARCH ANALYST	1515	GS/13	A
104034	X6	WOH9AA	AL	AA3GAAA	HQ	USA	AVN AND MISLE	C BK	CO	CHAMPAGNE JR HARRY D	N	LOGISTICS MANAGEMENT SPECIALIST	0346	GS/13	A
21214	X6	WOH9AA	AL	AA3FCAA	HQ	USA	AVN AND MISLE	C BK	CO	ARRINGTON ROXANN	W	IT SPECIALIST (SYSANALYSIS)	2210	GS/13	A
47671	X6	WOH9AA	AL	AA3DAAA	HQ	USA	AVN AND MISLE	C BK	CO	NEWBY TAMMIE D	W	BUSINESS PLANNING ANALYST	0301	GS/14	A

start | 3 Microso... | 2 Microso... | 3 Interne... | Microsoft P... | Microsoft E... | Desktop | My Documents | 12:46 PM

# Save Report in Excel

- Click on Save Report
- Next screen will display information
- Click Ctrl and A
- Open an Excel Spreadsheet
- Right Click Mouse on A1 cell
- Select Paste Special
  - Text will display in columns
  - Save file per your naming convention